

# CCA/South Central Correctional Center VISITATION HANDBOOK

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Approved by: \_\_\_\_\_

Warden

\_\_\_\_\_

Date

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Commissioner of Operations

### **MESSAGE FROM THE WARDEN**

During your visit at South Central Correctional Center, it is my commitment to ensure that you and your friend or relatives are provided an atmosphere that encourages a positive and enjoyable visit. This Visitation Handbook has been designed to help you during your visit. Please read it carefully and adhere to all the rules and regulations so that your visit will go smoothly for both you and your relative or friend.

The value of outside contact with family and friends is important to both visitor and inmate. By complying with the guidelines contained in this handbook, the privilege of visitation will be maintained in an environment that is satisfactory to all. If I or my staff may assist you as you visit, please let us know.

Thank you.

Cherry Lindamood, Warden

# South Central Correctional Center

## VISITATION HANDBOOK

### VISITATION RULES

1. Visitation for general population inmates is on Saturday, Sunday, and state holidays designated by the Commissioner from 8:00 a.m. to 3:15 p.m. and Monday from 6:00 p.m. to 8:15 p.m. All TDOC/Facility Visitation Handbooks will be available at <http://state.tn.us/correction/institutions/visitation.html>. Visitors will not be permitted on property until 30 minutes prior to visiting hours and within one hour prior to the end of visitation. Inmates who receive a visit on the weekend or holiday shall not be permitted a visit on the special week day visitation (Monday evening). This shall apply to Annex, Compound and Skylab.

Visitors are required to park vehicles in designated parking areas on the institutional lot (between yellow lines). All vehicles must be fully locked and secured. Any vehicle found to be unsecured, the respective visitor(s) will be instructed to leave the visiting area and the visit will be terminated for the remainder of the day. The Warden/designee may impose additional suspension of visitation privileges for this violation.

When visiting be advised that from time to time vehicles will routinely be searched at the facility and drug K9s may be used during these searches. In the event contraband is discovered in your possession or inside your personal vehicle or belongings, the contraband will be confiscated and you will be referred to the Law Enforcement Agency for Felony Prosecution, which is in accordance with TCA-39-16-201. In addition, your visitation privileges will be suspended for six months up to permanent restriction.

You must also be aware that all occupants of the vehicle will be held accountable for any contraband found in the vehicle and/or in the possession of any of the vehicle's occupants. Therefore, the occupants of the vehicles must be aware of the contents of the vehicles they are passengers in; because in these instances, the visitation privileges of all occupants may be suspended.

Finally, should you refuse to consent to the search of your personal vehicle or attempt to evade/flee without being searched, your visitation privileges may be permanently suspended from any CCA/TDOC Facility. The occupants of your vehicle must also be aware of this violation because all occupants may be suspended permanently, also.

It is illegal to possess the following on state property: alcoholic beverages, weapons of any type (firearms, ammunition, knives, etc.), drugs, any type of medication that cannot be readily identified by being in original containers or producing a prescription. Visitors who are suspected of introducing contraband into the facility may be required to visit in a no-contact booth. In this situation, there will be no physical contact between inmates and visitors.

South Central Correctional Center is a tobacco free facility. Any tobacco items in the vehicle must be stored out of plain view in accordance with TDOC Policy 112.11.

2. Pre-approved visitors only:
  - a) Children age six (6) and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will be updated at ages 10, 14 and 18. Updated photographs may be requested more frequently if there have been significant changes to the child's appearance.
  - b) All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt and approval of CR-2152, Visitation Application.
  - c) All visitors, regardless of age, must have an approved application form (CR-2152) with picture on file. Any falsification of the CR-2152 by a visitor may be cause to deny approval or to withdraw approval of the visitor. All sections of the CR-2152 shall be completed. If any falsification of the CR-2152 occurs by a visitor, the visitor applicant shall not be allowed to resubmit a visitor application for a minimum of six (6) months. No other identification is required for children under sixteen (16) years of age. All visitors who are currently on approved lists but do not have visitor applications on file, shall submit an updated application within six (6) months to the effective date of this policy.

- d) Members of the clergy, as recognized by the Chaplain or Warden, need not be placed on the Approved Visitor's List.
  - e) Attorneys of record need not be placed on the Approved Visitor's List.
  - f) Visitors may not be placed on more than one (1) inmate visiting list unless the inmate(s) is an immediate family member of the visitor and the relationship can be substantiated.
  - g) When a visitor is removed from a non-immediate family inmate's visiting list, there shall be a one (1) year waiting period before that visitor may be placed on another non-immediate family inmate's visiting list.
  - h) Only immediate family members with past felony conviction may apply for visitation status six (6) months after release from confinement. If the immediate family member is still on parole/probation, written permission must be submitted by the parole or probation officer prior to approval of the application. If the applicant is still on parole/probation, the parole/probation officer must give written approval. The warden may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or the safety of individuals could be jeopardized.
  - i) Current or former employees of TDOC, Tricor or contract agencies (in Tennessee), interns and practicum students shall not be approved unless they are immediate family members of inmate. See TDOC Policy 507.01.
  - j) All visitors under 18 years of age must be accompanied by an approved visitor who is either the child's parent, legal guardian, or guardian. The custodial parent or legal guardian must provide a completed and notarized Parental Consent/Release for Minor's Visitation Form (CR-2152, page 2), which designated permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched.
  - k) The requirements of (j) above do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.
  - l) Persons the warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.
3. The length of the visit will depend upon space available. Should overcrowding occur, visitors who are first that day may be asked to leave to allow for others to visit. When overcrowding occurs, visitors shall be required to remain at checkpoint until space is available in the visiting area. Only four (4) adult visitors will be allowed to visit an individual inmate simultaneously. Visitors and inmates may be assigned specific seating by visitation staff. Distance and frequency of previous visits may be used to determine early visit termination. Visitors and inmates shall sit across from one another as determined by visitation staff.
  4. Persons with handgun carry permits are not allowed to possess their weapon(s) on SCCF or any TDOC facility grounds. Possession of such will subject the visitor to arrest and prosecution of the violation of TCA 39-16-201, the introduction of Weapon into a Penal Institution.
  5. Visitors found with contraband that is in violation of the law are subject to being detained for local law enforcement officials for possible arrest as per TCA 39-16-201 and visitation privileges suspended.
  6. Any visitor refusing a search of any type may be permanently restricted from visiting at any TDOC facility.
  7. A visitor who is arrested, shall be suspended pending disposition of the case which may include conviction, disposition, e.g. incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.
  8. Any visitor who is found to have either drugs or firearms while on state property may be permanently prohibited from visiting at any TDOC location.
  9. In all instances where inmates test positive for or are in possession of illegal drugs/alcohol, or refuse to comply with a request for a drug screen, in addition to appropriate disciplinary actions, the Warden shall suspend the inmate's visitation privileges as follows: first offense - suspension for six (6) months; subsequent offenses an additional six (6) months for each offense.
  10. In all instances when Inmates receive disciplinary convictions for Refusal to Participate, the visitation privileges of the inmates are suspended in accordance with TDOC Policy 502.02.

11. No one under the influence of drugs or alcohol will be allowed to visit.
12. Inappropriate or socially unacceptable physical contact will not be allowed between inmates and visitors. Examples are, but not limited to: a) inflammatory comments; b) profanity/cursing; c) threatening others; d) necking, petting or fondling.
13. Visitors and Inmates may briefly engage in a kiss and embrace only as they meet at the beginning of the visitation session and again at the conclusion of the visitation session.
14. Visitors are not allowed to deliver correspondence, money, printed materials, packages or any other items to inmates. All such items shall be mailed.
15. Visitors are responsible for controlling their children. Children are not allowed to run and play in the main visiting area or on the yard. Disciplining children is strictly up to the VISITOR and not the inmate. Any child under the age of twelve (12) must be accompanied by an adult visitor when using restroom facilities.
16. Visitors/children may not sit on the inmate's lap or vice versa.
17. Inmates will not wear visitor's jackets/coats for any reason.
18. Visitors and inmates may not sit with their legs crossed over each other and couples will not be hugged up or leaning against the walls. Feet are not to be propped in chairs. Visitors are not to be laid over on the inmate or vice versa.
19. The visitors and the inmate's hands must be in view at all times and may not be underneath the table and/or clothing.
20. Visitors may not leave the visiting area for any reason and return to checkpoint or the parking lot and expect to re-enter the visitation gallery. Once you leave, your visit is considered over for the day.
21. No baby strollers are allowed except when used by disabled children.
22. At no time may a visitor access the inmate's restroom and at no time may inmates access the visitor restroom.
23. Visitors and inmates will not be allowed to pass or exchange any items during a visit.
24. Institutional property is to be respected. Properly dispose of trash and keep hands off walls and paintings. Children must be controlled while passing through gates and doors. Chairs and tables inside the Annex visitation gallery are not to be moved. Children are not permitted to sit on the tables. While visiting at the outside yard area, visitors and inmates are not allowed to sit and/or lie on the ground, nor are they allowed to sit on top of tables.
25. Inmates are not allowed to leave personal property in the strip room office.
26. Inmates may be frisk searched before entering bathrooms. Inmates may be strip searched if visitation supervisor approves.
27. Inmates and visitors shall remain seated during visits except for the purpose of using the restroom or making purchases from vending machines. Children shall not be allowed to use vending machines or microwave unless accompanied by parent or legal guardian. **Only visitors may purchase items from the vending machines.**
28. Visitors must remain a minimum of ten (10) feet from inmate restrooms and strip room.
29. Visitors are prohibited from bringing in tobacco products of any kind. **South Central Correctional Center is a tobacco free facility. Any tobacco items must be stored in the vehicle out of plain view in accordance with TDOC Policy 112.11.**

30. Visitors and inmates may be assigned specific seating by visitation staff. Tables and chairs may not be move/re-arranged by visitors or inmates.
31. Continual Visitation Rule Violations by visitors and/or inmates may result in permanent suspension of his/her visitation privileges.
32. Non-Contact visiting of General Population Inmates may be authorized by the Warden/designee in accordance with TDOC Policy 507.01.1 (CCA Policy 16-103A).
33. Inmates may bring back to their units six (6) unopened carbonated drinks.
34. Visitors are expected to comply with all visitation rules and conduct themselves in such a manner that their behavior is not offensive to other visitors, inmates or employees. Visits may be terminated or denied for reasons including, but not limited to, the following:
- a) visitors refuse to show appropriate and bonafide ID
  - b) visitor refused to submit to a frisk search or vehicle search
  - c) visitor is under the influence of drugs or alcohol
  - d) insufficient space for visiting
  - e) improper dress
  - f) inflammatory comments, profanity, cursing or threatening other inmates, visitors or employees
  - g) pushing or attempting to strike others
  - h) horse-playing
  - i) harassment/disrespect of inmates, visitors or employees
  - j) attempting to bring in items which are not permitted or leaving items which are not permitted
  - k) inappropriate physical contact: necking, petting or fondling
  - l) failure to control children
  - m) no sleeping
  - n) no sharing of food items among inmates and their visitors with other inmates and visitors
  - o) parking in unauthorized areas
  - p) unsecured vehicles
35. Picnic areas will only be open as scheduled by the Warden and if staff is available.

## **VISITOR DRESS CODE**

- A. Must wear under garments at all times; for females this includes bras and slips if appropriate. (Samples of undergarments deemed inappropriate are thongs and water brassieres.)
- B. No garments manufactured from spandex or spandex-type material.
- C. No clothing transparent or translucent in nature.
- D. Shoes must be worn at all times. Open toe shoes or sandals are permitted, however, shower shoes, flip-flops, steel toed shoes are not permitted.
- E. No tight clothing - body clinging/revealing. Clothing shall be worn in the manner it is intended: pants shall not be lowered or "sagging"; dresses/skirts shall not be raised to shorter lengths; clothing with buttons, zippers, etc., shall remain fastened.
- F. No cut off shorts.
- G. Shorts or skirts/dresses are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. No dresses/skirts with splits, buttons or zippers which are more than three (3) inches above the knee in a standing position. No wrap-around skirts. No sundresses, backless, low cut; chest and midriff must be covered at all times.
- H. Clothing with logos that contain pictures, slogans or vulgarity, or contain signs or symbols of security threat groups (such as gang-related) or any clothing determined by the officer to be associated with security threat

groups is not allowed. The association may be made by color combination, designs or logos affixed to the clothing or how the clothing is being worn. No beer or tobacco advertisements. No camouflage attire allowed.

- I. No halters, tube or tank tops, all apparel must have sleeves.
- J. Visitors over the age of sixteen shall not be permitted to wear sweat/fleece pants, stirrup pants or jogging attire.
- K. Any other item deemed inappropriate by the Visitation Supervisor may not be worn.
- L. **No bandannas permitted.**

During winter months visitors will be allowed to dress appropriately, however, an excessive amount of clothing will not be permitted. For example, a person would be allowed to wear an undershirt, a long sleeve shirt, and a sweater, but more than one sweater or more than one pair of pants would be considered unacceptable. Coat racks are located near the entrance of the visitation gallery. Visitors are required to leave coats on these racks or leave them in their automobile. The institution will not be responsible for loss of property.

### **ITEMS ALLOWED BY VISITORS**

- A. **South Central Correctional Center uses the Debit Card system. A Debit Card may be purchased by a visitor for \$1.00. Money may not be taken through checkpoint.**
- B. Baby items - diapers, baby powder, diaper wipes (no Vaseline or lotions), plastic bottles of formula/pedialyte, sealed jars of baby food (plastic spoon/fork only), no glass or metal items allowed, one (1) plastic rattle toy that is easily searchable, and one (1) clear/transparent baby bag/pack.
- C. **Photo** Identification
- D. Car keys/locker key
- E. Pagers
  - 1) Visitor will provide information to the Warden on CR-2152 (visitation application) regarding the reason for the pager; i.e., employer, likely callers, etc. This information, in addition to the Warden's approval or denial, will be maintained in the visitor's file.
  - 2) At each visit, the visitor will:
    - a. Open pager, remove and replace batteries, and open any other compartments which can be opened without tools.
    - b. Demonstrate that pager is functional. If pager is not functional, visitor will be responsible for leaving pager outside the facility. Staff will not accept custody of the pager.
    - c. Place pager in "vibrate" mode if so equipped.
    - d. Wear pager in conspicuous place during visit.
    - e. Upon leaving visitation, open pager, remove and replace batteries, open any other compartments which can be opened without tools, and demonstrate that pager is functional.
  - 3) Staff will not be responsible for loss or damage to pager during visitation.
  - 4) Visitors must retain sole possession of pager during visit.
- F. **Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.**
- G. **Cell Phones are prohibited.**

### **INMATE DRESS**

TDOC uniform will be the only clothing inmates will be allowed to wear to access visitation. Only plain white T-shirt may be worn under the TDOC shirt, which must be worn and cannot be removed in the visitation area. No excessive clothing will be allowed such as wearing sweat pants under the TDOC pants. Inmates are not permitted to wear long underwear during visits. No head coverings will be allowed during visitation with the exception of a Syrian style Kufi. The white TDOC stripe must be clearly visible and no bleached out pants will be allowed. All clothing must be in good repair with no holes, patches or alterations. Pants must be worn around the waist and the shirt buttoned and tucked in. Coats will be left in the strip search room. CCA/SCCF staff is not responsible for loss of property.

## **ITEMS ALLOWED BY INMATES**

- A. Identification Card.
- B. Room Key
- C. Wedding Band
- D. Watch
- E. Property slip for weekend pick-up

## **SPECIAL VISITS**

The Warden/Designee may approve the following types of special visits for persons on or who are not on an approved list during scheduled visitation sessions. If absolutely necessary, they may be approved for hours other than those regularly scheduled for visitation.

- a. Visitors who have traveled 200 miles or more one way and/or do not visit on a regular basis.
- b. Children, as part of a special program, to promote family bonding.
- c. Prospective employers, spouses, parole advisors.
- d. Physicians, Psychiatrist, or other health professionals.
- e. Persons significant to the inmate for purposes of crisis intervention.
- f. Official Visitors.

A special visit may not be approved if the intended visitor is on another inmate's visitation list unless the inmate is an immediate family member, as defined in CCA Policy 16-102.

The intended visitors' status cannot be suspended, denied, or terminated from an inmate's visitation list.

The request may be denied by the Warden/Designee, depending on the visitor's criminal record, recent criminal activity, or if the visitor is a current or former CCA or TDOC employee, as defined in Policy 16-102.

Requests for Special Visits must be completed by the inmate and received by the Chief of Security at least seven (7) working days prior to the intended visit date.

Notification of the inmate regarding the approval/disapproval will be made by the Chief of Security/Designee.

Attorney visits may occur during normal business hours (8:00am - 5:00 pm, Monday through Friday) to include attorneys and their representatives (i.e. investigators, paralegal, law students, etc.) in reasonable numbers.

The Warden/Designee must be notified 24 hours in advance of an intended visit, unless it can be shown that such notice was not possible.

Each Attorney must present bonafide evidence of his/her license to practice law, to include a state bar membership card and matching identification, such as driver's license.

All attorney briefcases, etc., must be searched in order to prevent possible introduction of contraband.

## **PROPERTY**

Inmates may send out property through visitation. The inmate must take the property to intake prior to visiting day and have the property officer process the property. The inmate must bring the property slip to visitation and leave it with the strip room officer. The inmate must remember this property can only be held for 30 days.

Property placed in weekend storage will be given out until 3:00 p.m. No arts and crafts items shall be allowed to be picked up on weekends.

## **TITLE VI - CIVIL RIGHTS ACT**

Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC/South Central Correctional Center also requires that all its services be offered equally to eligible persons regardless of race, color or national origin.

Any visitor who feels they have encountered a Title VI violation may register their complaint with any and/or all of the following:

Assistant Warden of Operations and local Title VI Coordinator  
South Central Correctional Center  
P.O. Box 279  
Clifton TN 38425-0279  
(931) 676-5346

Tennessee Human Rights Commission  
Kimberly Bandy, Title VI Program Director  
530 Church Street, Suite 400  
Nashville TN 37243  
(615) 741-5825

U.S. Department of Justice  
10th Street & Constitution NW  
Suite 5111  
Washington DC 20530  
(202) 514-2007

## **PRISON RAPE ELIMINATION ACT/SEXUAL ASSAULT OF INMATES**

It is the policy of the TDOC and SCCF to provide a safe, humane and appropriately secure environment free from threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation and tracking of all alleged and substantiated sexual assaults.

All inmates new to the facility shall receive verbal and written information about sexual assault during their orientation. Any inmate may report a sexual assault to any employee.

1. A designated victim support person shall be notified as soon as possible. With the victim's consent, this person may sit in on administrative interviews, but may not interfere with the investigation.
2. Appropriate provisions shall be made as necessary for inmates not fluent in English, persons with disabilities and those with low literacy levels.

Victim Support Person(s) are available at this facility. Please see your bulletin board for staff designations.

## **BUS SERVICE**

Leave:	Columbia, TN 12:10 p.m.
Arrive:	Nashville, TN 1:00 p.m.
Leave:	Nashville, TN 9:45 p.m.
Arrive:	Memphis, TN 1:30 a.m.
Leave:	Nashville, TN 6:30 p.m.
Arrive:	Knoxville, TN 11:00 p.m.
Leave:	Nashville, TN 4:20 p.m.
Arrive:	Chattanooga, TN 8:15 p.m.
Leave:	Nashville, TN 6:30 p.m.
Arrive:	Clarksville, TN 7:30 p.m.

**Note:** Anything going south leaves at 6:10 p.m. No televisions can be taken or sent on the bus. No bus service available to Wayne, Perry or Hardin Counties.

## **DIRECTIONS TO SOUTH CENTRAL CORRECTIONAL CENTER**

South Central Correctional Center is located approximately two miles south of Highway 128 and one mile west of 114. Signs are posted to aid visitors. If coming from the Nashville area, your visitor should exit I-40 West onto exit number 126, traveling south approximately thirty-five miles on Highway 69, Highway 69 and Highway 114 merge. Your visitor will continue straight ahead on Highway 114 and follow the signs to South Central. If traveling from the Memphis or Chattanooga areas, Highway 64 can be used to access Highway 114 located between Savannah and Waynesboro. Highway 114 North will bring visitors to the facility by following road signs near Clifton.

### **MAILING ADDRESS**

South Central Correctional Center  
Post Office Box 279  
555 Forrest Ave.  
Clifton, Tennessee 38425-0279

### **TAXI SERVICE**

River City Taxi Service  
Savannah, Tennessee  
(901) 925-0366

Yellow Cab  
Columbia, Tennessee  
(931) 486-9000

## **LODGING ACCOMODATIONS**

The Bear Inn  
2250 Billy Nance Blvd.  
Clifton, TN 38425  
(931)676-5552

Clifton Motel and Efficiency Apartments  
200 Stockade Street  
Clifton, TN 38425  
(931)676-3515

Ren-Cass Motel  
605 64 W  
Waynesboro, TN 38485  
(931)722-6934

Comfort Inn  
1314 Pickwick Road South  
Savannah, TN 38472  
(731)925-4141

Days Inn  
1318 Pickwick Road South  
Savannah, Tn 38472  
(731)925-5505

### **VISITATION COMPLAINT REFERRALS**

Assistant Chief of Security  
Shane McClain  
(931)676-5346

### **SCHEDULE FOR VISITATION BY AREA**

No visitor shall be admitted through pedestrian checkpoint during the last thirty (30) minutes of a visiting period, regardless of where the visit is to occur.

GENERAL POPULATION	
Saturday	8:00 a.m. - 3:30 p.m.
Sunday	8:00 a.m. - 3:30 p.m.
Monday Evening*	6:00 p.m. - 8:30 p.m.
State Legal Holidays	8:00 a.m. - 3:30 p.m.

ANNEX POPULATION	
Saturday	8:00 a.m. - 3:30 p.m.
Sunday	8:00 a.m. - 3:30 p.m.
Monday Evening*	6:00 p.m. - 8:30 p.m.
State Legal Holidays	8:00 a.m. - 3:30 p.m.

CLOSE CUSTODY (HSA/Skylab Unit)	
Saturday	8:00 a.m. – 11:30 a.m.
Sunday	12:00 noon - 3:30 p.m.
Monday Evening*	6:00 p.m. - 8:30 p.m.
State Legal Holidays	8:00 a.m. – 11:30 a.m.

### **SCHEDULE FOR SEGREGATED INMATES (HSA/SKYLAB UNIT)**

ADMINISTRATIVE SEGREGATION PROTECTIVE CUSTODY	
Saturday	12:00 noon - 3:30 p.m.
Sunday	8:00 a.m. – 11:30 a.m.
Monday Evening*	6:00 p.m. - 8:30 p.m.
State Legal Holidays	12:00 noon - 3:30 p.m.
Visits in <b>all</b> segregation categories listed above are non-contact and for a period of not more than two (2) hours. Inmates on <i>Administrative Segregation</i> are allowed visits once every two weeks with up to four (4) persons. All <i>Administrative Segregation</i> visits must be approved by the Unit Manager. Inmates on Punitive Segregation are not allowed visits.	

\*Monday evening visitation in all areas is only allowed if inmate did not receive visit on the weekend. No outside Visitation on evening visitation sessions.

### **ANNEX VISITATION**

Visitation rules are essentially identical to the main compound.

1. South Central Correctional Center is a tobacco free facility. Any tobacco items must be stored in the vehicle out of plain view in accordance with TDOC Policy 112.11.
2. Loitering in the hallway adjacent to the visiting gallery during visitation is not permitted.
3. Outside visitation is open year round, subject to inclement weather and approval of the warden.
4. Inmates housed in the Annex, who have earned the privilege, are allowed to cookout during visitation following the schedule below:

April / Saturday only

May / Sunday only

June / Saturday only

July / Sunday only

August / Saturday only

September / Sunday only

October / Saturday only

The Warden/Designee may further restrict these "cook-out" privileges at any time when it is believed that the conduct of the Inmates housed in the annex does not warrant this privilege.

The amount of food permitted must be in proportion to the number of persons visiting the inmates.

Visitors must provide items and may only bring the following:

- Commercially sealed sliced lunch meats – prepackaged, unopened (approved examples: hotdogs, ham, bologna, salami, pickle loaf) (NO DELI or HOMEMADE MEATS)
- Commercially sealed boneless meats – pre-packaged, unopened (beef, poultry, fish, lamb, etc.)
- Commercially individually sealed vacuum packages of salads and dressings
- Commercially sealed cheese, individually wrapped slices
- Commercially sealed bread/buns, sliced.
- Aluminum Foil – single sheets only
- Disposable plastic eating utensils (spoons, forks & plates)
- Paper napkins
- Commercially packaged ice one (1) bag – clear plastic bag (small size) will be poured from bag into cooler at inspection post
- Drinks, snack cakes/pies, and chips may be purchased from vending machines located in visitation area
- One (1) sliced tomato in see thru zip-lock bag
- One (1) sliced onion in see thru zip-lock bag
- Self-lighting charcoal – one (1) bag
- Small Styrofoam ice chest – one (1)
- Individual packets of salt and pepper – ten (10) each
- Individual packets of ketchup, mustard, mayonnaise/salad dressing (single serving size)

Note: Employees reserve the right to instruct visitors to remove items from original container and place into clear plastic bags in order to properly inspect items.

If items are not on the approved list, they will not be allowed into the institution. No exceptions will be made. Visitors will be given the choice to take the item(s) back to the vehicle, dispose of the item(s) or secure the item(s) in the lockers provided. CCA/SCCF assumes no responsibility for item(s) left in locker.



**CORRECTIONS CORPORATION OF AMERICA**

**South Central Correctional Center**

Soft drinks may be obtained from the unit machines. No picnic items will be taken out of the visitation area by inmates. All food items are subject to search. No items will be allowed that are packaged in glass containers. No food prepared at restaurants or fast food chains will be allowed.

Revised: 7/07

# Memo

TO: VISITORS  
INMATE POPULATION

FROM: CHERRY LINDAMOOD, WARDEN

DATE: JANUARY 2, 2007

SUBJ: HOLIDAY VISITATION SCHEDULE

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The following schedule has been established in accordance with TDOC Visitation Policy 507.01 in order to identify the Holidays that will be observed at this facility.

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Thanksgiving Day

- Christmas Day

Visitation on additional days accompanying Thanksgiving and Christmas Day will be determined by the Commissioner. Notification of the additional days will be made via memorandum and posted on the Unit Bulletin Boards.